

**Coast to Capital Board Meeting
Thursday 11 May 2017, 5.00pm
Centenary Innovation Centre, Ricardo, Shoreham Technical Centre,
Shoreham-by-Sea, West Sussex, BN43 5FG.**

Meeting Minutes**Board Members:**

Tim Wates (Chairman) – TW, Steve Allen (SA), Daryl Gayler (DG), Louise Goldsmith (LG), David Hodge (DH), Debra Humphris (DJH), Phil Jones (PJ), Nick Juba (NJ), Julie Kapsalis (JK), Mike La Rooy (MLR), Amanda Menahem (AM), Tony Newman (TN), John Peel (JAP), Ravi Shankar (RS), Jonathan Sharrock (JS), Garry Wall (GW), Warren Morgan (WM)

Attendees:

Katharine Eberhart (KE), Director of Finance West Sussex County Council; Cath Goodall (CG), Assistant Director London and East, Cities and Local Growth Unit, BEIS, Mark Watson (MW), Cabinet Member for Economy and Jobs, London Borough of Croydon and Charles Horton, Chief Executive, Govia Thameslink Railway (items 4 and 5 B only) and Malcolm Brabon (MB), Tony Middleton (ALRM), Kirsten Trussell (KT) – all Coast to Capital

In support:

Sue Maddin (SM) and David Smith (DS)

Introduction

Andrew Swayne, Group Risk Manager and Head of Internal Audit at Ricardo plc, welcomed the Board to the Ricardo Centenary Innovation Centre and gave a brief introduction to Ricardo – its history and current global and regional significance. He concluded by inviting Members to the British Science Festival to be held 5-9 September, which Coast to Capital was sponsoring.

TW thanked AS for his generous hospitality. AS then left the meeting.

Part A**1. Welcome and apologies**

TW welcomed Garry Wall, Leader Mid-Sussex District Council, and successor to Neil Dallen as representative of the Gatwick Diamond District and Borough Councils, back to the Board.

He noted apologies from Neil Dallen and Martin Heffer

2. Declarations, disclosures and Conflicts of Interest

The Board confirmed that the conflicts of interest register published on the website on this day was a true and accurate record.

JS reminded Members of the LEP's new Conflicts of Interest Policy together with forms for individual disclosures of interest which had been circulated. Many had been completed and returned and he asked that the remaining few were returned shortly for publication on the website.

3. To review Public Comments

No comments had been received.

4. Growth Deal Update

ALRM gave an overview of his report and answered questions from Members.

PJ requested clarification regarding the paper's recommendation for delegated authority to be made to the Investment Committee.

ALRM explained that the proposal was that the Investment Committee would have authority to decide which projects would have funding clawed back, or released back to the unallocated pot.

The paper also included the request to the Board to give the Chief Executive delegated authority to release any unspent GD3 balances under flexibility arrangements at the appropriate time and in line with the Assurance Framework.

JS invited interested Board Members to attend the Investment Committee meeting and would circulate the date. The Board agreed the importance of spending Growth Deal funds within the timetable agreed by Government. The Investment Committee would decide the criteria for allocation of underspend. It was expected that a further call for bids would take place in the summer.

Following careful consideration, the Board **approved:**

- the GD Management Strategy outlined in the paper;
- the delegated authority of the Investment Committee in regard to criteria for releasing funding on stalled projects with the final approval to release funding at the Board's consideration; and
- that the Chief Executive be given delegated authority to release, at the appropriate time, any GD3 balances under flexibility arrangements.

JK offered to share a piece of work undertaken by the Institute of Economic Development as a framework for project assessment.

Action: ALRM to liaise with JK regarding frameworks for project assessment.

5. Response to Industrial Strategy

JS advised the Board of the approach taken in responding to the Industrial Strategy and that in identifying seven key themes this had produced the framework for the 2017/18 Business Plan and would inform the new Strategic Economic Plan (SEP). He reported that Government was considering the 3,000 responses it had received to its Green Paper.

WM welcomed the response; however he thought it required an overarching vision of regional strategy. The Greater Brighton Economic Board had initiated the concept of the, "Southern Accelerator" to promote investment in the south and he hoped this could have resonance across Coast to Capital. PJ echoed WM's comments, suggesting Coast to Capital needed more of a vision which reflected its ambition. DJH added that Higher Education was at the centre of the propositions of both the Northern Powerhouse and the Midlands Engine and should be here. JK echoed these points and suggested further thought be given to areas in which the region was world class.

JAP said that the need to improve productivity was paramount and in addition to consideration of how public spending could best be invested, the private sector also needed to contribute. He proposed writing a short paper with KT, possibly linking to ESIF, to reflect upon this theme.

Action: JAP/KT to write short paper on the role of the private sector in delivering the Industrial Strategy.

6. Any other business

JS advised the Board of information which was to be published shortly on the website:

SME representative - in accordance with the Assurance Framework the LEP was required to have a formally designated SME representative on the Board. PJ had agreed to undertake this role.

Sponsorship Programme – Coast to Capital was regularly approached with ad hoc requests for sponsorship. To ensure a transparent and sustainable approach, these would be considered in the context of a Sponsorship Programme. Bids would be requested twice yearly. Full details, including how to apply were published on the website.

Part B – This document will not be published

1. Actions / Minutes from last meeting

JS advised that the Minutes from the last meeting would be published; items relating to Local Growth Fund and Housing and Regeneration Task Force and Growing Places Fund would be redacted.

The Minutes were noted as a true and accurate record of the meeting and were signed by the Chairman.

The Board noted that all items on the schedule of Matters Arising were either completed or included under separate agenda items.

2. Chief Executive's Report

JS outlined his report.

Corporate update – JS had recruited a new Head of Communications and Corporate Affairs, Katie Nurcombe, who would be joining in June.

Communications and stakeholder engagement – JS reported the following as being of particular interest:

Brighton Mainline – An initial briefing roundtable meeting for businesses had taken place in Croydon with further meetings in Gatwick and Brighton to follow shortly. A meeting with regional MPs and other political stakeholders had been postponed because of the General Election.

M23 Northern section – he was engaging with Highways England and Ministers regarding the need for investment in this key area.

In answer to a question from DH, LG advised that plans for improvements to the A27 had stalled although Highways England had retained the funding. She was hopeful that it would be revisited after the General Election. KT advised that Highways England was considering an economic impact assessment of the Worthing and Arun section.

Dashboards –

Projects Pillar – ALRM gave an overview of his Dashboard report, which had been updated in line with comments made at the last meeting.

This item has been redacted.

Service Pillar – MB gave an update on the three separate areas within the Service Pillar and how they were represented on the Dashboard. Of particular interest:

Enterprise Adviser Network – there were still challenges to meet targets for the recruitment of Business Leaders in both Croydon and East Surrey. Members were encouraged to help identify volunteers.

Foreign Investments – there had been some successes since the last meeting, albeit much around mergers and acquisitions and in the retail sector.

Business Navigator – the service was continuing to grow. MB was making enquiries regarding mapping progress against other Growth Hubs. In answer to questions from SA, MB confirmed that there had been no detrimental impact on the service following it being brought in house last year. He advised that whilst it was difficult to compare with other Growth Hubs, as a variety of approaches had been adopted, the feedback he had received and the results of a recent evaluation had been positive. He added that services in addition to signposting were being added and there were plans to use ESIF funding to further develop the range.

Strategy and Policy Pillar – JS referred back to the previous mention of the SEP and advised Members that he was to lead a task group of Board Members and partners to write a new SEP. The timescales were yet to be agreed; however, the final version would be presented to the November Board Meeting.

DH said that it was important that the SEP captured what Coast to Capital stood for in the public's eye. He added that as a low unemployment area it was difficult to attract businesses and entrepreneurs to the region. It was necessary to take a long term view.

JS agreed and said that the key themes and priorities identified in the Industrial Strategy response would be developed further in the SEP.

KT gave an overview of the Strategy and Policy Dashboard and her report on high priority projects and answered Members' questions.

She explained that the Economic Overview Dashboard differed from that produced previously as data sources updated their reports at different frequencies. Additionally, the most relevant / meaningful reports were being investigated for inclusion.

NJ was supportive of the Industrial Strategy response and the focus on the M23 corridor. He advocated pursuing a bid for an Institute for Technology (IOT).

Members recognised the priority areas as being those to which Coast to Capital could make a significant difference and noted that in others, such as the A27, where Government commitments had already been made, the role was different.

DJH raised a concern regarding the slowness of ESIF project funding administration. JAP echoed his frustration at the same. JS informed the Board that Councillor Helyn Clack, Surrey County Council, was succeeding JAP as Chair of the ESIF Area Committee and that she would be able to adopt a different approach to the Managing Authorities.

LG asked about the recruitment of an individual to pursue the Regeneration and Housing mandate. JS explained that the role would be to engage with planning authorities and developers with a focus on supporting, funding, and advocating housing generally as well as unblocking site-specific issues.

TW confirmed that the detail was clarified in the published mandate.

3. Business Plan 2017/18

JS introduced the Business Plan, saying that it reflected the seven themes included in the Industrial Strategy and was fully congruent with them. The Budget had been scrutinised by the Chairman's Committee at its last meeting. He planned to write a brief Annual Report for 2016/17 to accompany the Business Plan.

JS informed Members that the July Board Meeting would include an AGM at which he would present the Business Plan to a wider audience.

Members welcomed the clarity and content of the report and offered some points for incorporation.

In conclusion, the Board **approved** the 2017/18 Business Plan and Budget.

LG and JK left the meeting.

4. Presentation by Charles Horton, Chief Executive Officer Govia Thameslink Railway

TW introduced Charles Horton to the meeting, who then delivered a presentation regarding his company and answered wide ranging questions from Board Members.

TW thanked CH for his frank and honest presentation and invited him to stay for the remainder of the meeting.

5. Any other business

DJH asked if she might receive Board Agenda Papers in an electronic format. NJ concurred.

Action: TW asked SM to poll Members for their preferred medium.

TW announced that as Members were aware JAP had completed his tenure as a Board Member and on behalf of the Board thanked him for his incomparable contribution to Coast to Capital since its inception. He particularly thanked him for the support that he had given him personally as he succeeded JAP as Chairman.

JAP responded appropriately and in particular thanking LG without whom he said the LEP would not exist. She had used her influence as Leader of West Sussex County Council to secure funding and continued to ensure that to be the case. He also listed: SA, DG, PJ and RS as having made unique contributions to the Board; DS, as the first employee and who had installed order, KT who had provided unexpected support on ESIF and SM for assistance with administration.

6. Date of next meeting

The next Board meeting will be held at 5:00pm, 13 July 2017, venue to be confirmed.